

CORRECTIONAL FOOD MANAGER I (DOC)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: 9/15 – 9/18/03

Collective Bargaining Identification: S15

Job Analysis Conducted By: Carol MacMillan, Personnel Examining Analyst,
Personnel Examining Section

Number of Incumbents: There are 23 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated May 31, 2003.

Names of the Subject Matter Expert(s) and their background:

Sue Summersett, Department Food Administrator, Headquarters

Sue worked as a Food Administrator I (the equivalent of a Correctional Food Manager I) at California Youth Authority for three years.

Albert Amaya, Correctional Food Manager II, Correctional Training Facility

Albert worked as a Correctional Food Manager I at California Training Facility for one and a half years.

Larry Lewis, Correctional Food Manager II, California Men's Colony

Larry worked as a Correctional Food Manager I at California Men's Colony for one year.

Clifford Smith, Correctional Food Manager II, Sierra Conservation Center

Clifford has been the Correctional Food Manager II at Sierra Conservation Center for over two years.

CORRECTIONAL FOOD MANAGER I (DOC) INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State of California Class Specifications
- State of Vermont Class Specifications
- State of Washington Class Specifications
- State of South Dakota Class Specifications